

**PP MONTH-END CONFIRMATION FOR FINANCIAL CLOSURE**

S.No.	Item	Item Description	Unit/Project Finance Closure		Area Finance Closure		Month: .....	
			Unit/Project Responsibility	Status	Area Responsibility	Status	HQ Responsibility	Status
<b>Coal Production &amp; OBR reporting</b>								
1	Coal Production Reconciliation	Mode wise and grade wise Coal Production and OBR reporting reconciled for previous month	Production Incharge/Manager		GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord	
2	Vendor Details Captured	All hired production reports complete with vendor details in Coal & OBR for previous month	Production Incharge/Manager		GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord	
3	Deletion of unconfirmed lines/ multiple lines in LDHL Table	All unconfirmed lines has been deleted for previous month	Production Incharge/Manager		GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord	
4	Difference between zpp_prod & COOISPI	No difference for previous month	Production Incharge/Manager		GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord	
5	GI and GR DIFF	No difference for previous month	Production Incharge/Manager		GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord	
<b>OBR Specific</b>								
6	Consumption of OBR	Consumption of Process Order Done against respective Process Order / Cost Centre for previous month	OBR Incharge/Manager		GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord	
7	OBR Measurement	OBR Measurement data Entry completed for previous month in SAP and reconciliation of figures with survey measurement data.	Surveyor/Manager		Area Survey/GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord)/HOD(Survey)	
<b>CHP &amp; Crushing</b>								
8	Crushing data Reconciliation	Completeness and Correctness of Technology wise Mode wise and grade wise for previous month	Production Incharge/Manager		GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord	
9	Vendor Details Captured	All hired crushing reports complete with vendor details for previous month	Production Incharge/Manager		GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord	
<b>Explosives</b>								
10	Explosive Consumption	Explosive and Accessories Consumption in SAP as per Physical Consumption for previous month	Blating Incharge/Manager		ANO(Explosives)/GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord)/HOD(Explosives/Blasting)	
11	Pending Explosive at virtual Location at Plant Level	Pending Explosive and Accessories at Virtual location of Plant at Month End	Blating Incharge/Manager		ANO(Explosives)/GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord)/HOD(Explosives/Blasting)	
12	Explosive Stock	Explosive stock as per Physical Stock at Magazine is matching for previous month	Blating Incharge/Manager		ANO(Explosives)/GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord)/HOD(Explosives/Blasting)	
13	PF-DF Report	Generation of decisive PFDF Report for previous months is completed	Blating Incharge/Manager		ANO(Explosives)/GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord)/HOD(Explosives/Blasting)	
14	Indicative PF-DF report	Complete data for indicative PF-DF is being maintained for previous month	Blating Incharge/Manager		ANO(Explosives)/GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord)/HOD(Explosives/Blasting)	
15	Booking in appropriate cost centre	Cost centre booking for CMPDI random testing, Dept. randm testing and development works, as applicable, captured for previous month	Blating Incharge/Manager		ANO(Explosives)/GM(O)/SO(Mining)		GM(Prod)/Optr/Co-Oord)/HOD(Explosives/Blasting)	
<b>Coal Stock</b>								

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16	Coal Stock	Matching of Coal Stock with Book stock lying at different Storage Locations. Grade wise stock matching for previous month in SAP	Surveyor/Manager		Area Survey/GM(O) /SO(Mining)		GM(Prod)/Opnr/Co-Oord	
17	Stock transfer & transportation data	All transportation data is captured vendor wise and reconciled for previous month	Despatch Incharge /Manager		Area Survey/GM(O) /SO(Mining)		GM(Prod)/Opnr/Co-Oord	
18	Inter grade transfer	Inter grade transfers is being used. This will have impact on grade wise stock and Form- H generation.	Despatch Incharge /Manager		Area Sales Manager/GM(O) /SO(Mining)		GM(S&M)	
19	FORM H	Generation of FORM H. Its most critical and to be implemented immediately for all plants	Surveyor/Manager		Area Survey/GM(O) /SO(Mining)		HOD (Survey)/ GM(Prod)/Opnr/Co-Oord//	
<b>Offtake</b>								
20	Offtake Reconciliation	Total offtake and grade wise offtake is reconciled for previous month	Despatch Incharge/Manager		Area Sales Manager		GM(S&M)	
21	PGI	All PGI for previous month is complete and reconciled	Despatch Incharge/Manager		Area Sales Manager		GM(S&M)	
22	PGI Reversal	Reversal and then re-posting is in same period done . Confirm that reversal and re-posting is not done in different dates.	Despatch Incharge/Manager		Area Sales Manager		GM(S&M)	